



## **Organisational instructions for conducting attendance events (e.g. examinations, research colloquia, scientific colloquia)**

### General

Until further notice, teaching and examinations should be carried out as much as possible without the physical presence of participants and adapted to digital formats. Attendance events are possible during the remaining weeks of lectures in the summer semester and during the summer break if they comply with the health protection regulations detailed below. The protection regulations are in line with the provisions of the Free State of Thuringia and the City of Jena. The relevant event organisers (e.g. examiners, module coordinators) as well as the invigilators are responsible for compliance with the regulations.

**The following attendance events are possible with immediate effect:**

- **Examinations which cannot be carried out in any alternative format**
- **Laboratory internships**
- **Practical sports courses**
- **Excursions/field trips**
- **Supervision with medical indication**
- **Participation in online lectures for students**

When online lectures are recorded in large lecture halls (not seminars or comparable courses), up to 30 people can be present after prior registration with the lecturer. Please note:

- There must be no obligation to travel to Jena.
  - Participation must be voluntary.
  - The contents relevant to the examination must be provided digitally in full and in good time.
- **Research colloquia, summer schools, qualification courses of the Graduiertenakademie, etc., for Master's students, doctoral candidates and postdocs.**

Events which support the supervision of academic theses and promote successful qualifications are possible. Please note:

- There must be no obligation to travel to Jena.
- Participation must be voluntary.
- Participation is limited to 30 people.
- The provision of beverages and food openly available in the form of a buffet or similar is not permitted.



➤ **Research colloquia, conferences of experts and similar events for members of the University and guests**

Events that serve the interests of scientific exchanges or transfer are possible. Please note:

- The event must be organised by members of the University of Jena.
- Participation is limited to 30 people.
- The provision of beverages and food openly available in the form of a buffet or similar is not permitted.

**Involving the Lecture Hall Management Team in Division 4**

For all events, please contact Lecture Hall Management in Division 4 ([raumverwaltung@uni-jena.de](mailto:raumverwaltung@uni-jena.de)) as early as possible (at the latest 2 weeks before the date of the event) to discuss/organise/plan arrangements. This also applies if you are using rooms for the event that are not centrally managed or if the room bookings were made before April 2020. The Lecture Hall Management section will support you in complying with the protection regulations. It will determine the number of participants that are permitted in the lecture halls and seminar rooms under the current regulations. Seats which must not be occupied will be cordoned off accordingly (made visible with barrier tape). In addition, Lecture Hall Management will check whether there are any conflicts with other educational activities, such as the digitisation of lectures or seminars.

**Face masks**

Non-medical staff must wear a mask covering the nose and mouth in the following cases:

- if people are closer than the minimum distance of 1.5 m
- generally in public spaces if it is not possible to guarantee the minimum distance of 1.5 m
- if the workplace area is used by more than one person and less than 10 m<sup>2</sup> is available per person. This does not apply if the University's Hygiene and Infection Prevention Plan (in particular the rules on regular airing) can be followed.

It is not necessary to wear a face mask after taking one's seat in the Thuringian University and State Library (ThULB) or in the PC pool, in the lecture theatre or seminar room, and during examinations, if the minimum distance of 1.5 metres can be maintained. This regulation applies to all students and staff members of the University who use the University's buildings.

**Declaration on Persons at Risk**

Due to the general regulations of the City of Jena and the Free State of Thuringia, the participants have to provide confirmation that they are not affected by exclusion criteria (quarantine regulations). For this purpose, each individual participant can be given a 'Declaration on Persons at Risk' form beforehand or the participants can provide this confirmation by signing their names in a table made available at the event. You can find the forms\* in the HanFRIED Administration Guide (Corona folder). Following the event, please hand in the tables or forms to Division 4, Lecture Hall Management section, for central storage. If possible, before you send the forms, a copy should be made for your department/your subject/your faculty.

\*[https://www.hanfried.uni-jena.de/?medialist=vhbmedia%7Cde%7C15260&medialist\\_path=1%2C14970#block\\_body\\_1](https://www.hanfried.uni-jena.de/?medialist=vhbmedia%7Cde%7C15260&medialist_path=1%2C14970#block_body_1)



### **Security Service**

Several invigilators may be needed to ensure compliance with the protection and hygiene measures, in particular the essential minimum distance of 1.5 m (e.g. when participants enter or when assigning seats). If you cannot provide a sufficient number of supervisors within the department, please contact Division 4, Lecture Hall Management section ([raumverwaltung@uni-jena.de](mailto:raumverwaltung@uni-jena.de)). If you involve Lecture Hall Management in good time, and depending on staff capacity, Lecture Hall Management will be able to provide/organise a security service.

### **Ventilation of rooms where events are held**

Please ensure proper ventilation of all rooms used for events that are not air-conditioned. In all lecture halls and seminar rooms equipped with supply and return air systems, Lecture Hall Management will generally switch the ventilation to outdoor air supply when it prepares the rooms for the event.

### **Opening the buildings**

The University's research and administration buildings are currently only open to individuals, employees and students taking part in the above-mentioned events, and to authorised external service providers (e.g. construction companies, installation and delivery companies, cleaning staff).